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CONFIDENTIAL

[redacted]1011 25X1A6c

AIR

25X1A6a Chief of Station, [redacted]

Chief, FE Division

- Administrative
- Designation of Finance Officer

25X1A6c

AIR [redacted]

ACTION REQUIRED: For Your Information

1. The designation of persons other than the Chief of Station or Base to serve as Official Custodian of Funds is limited to Career Finance Officers trained and furnished by the Office of Comptroller. Inasmuch as [redacted] 25X1A9a does not meet this requirement and the size and scope of the operations of your station are not such as to warrant the assignment of a trained Finance Officer, under regulations the Chief of Station is charged with responsibility as Official Custodian of Funds.

2. Although the Chief of Station may not divest himself of his responsibility as official Custodian of Funds, he may delegate and assign responsibility for disbursing and control of funds, and maintenance of station financial records to a subordinate employee who will discharge such responsibilities under direction and control of the Chief of Station.

3. In recognition of the responsibility of the Chief of Station, as Official Custodian of Funds, a revised bonding policy has recently been approved under which bond coverage will be procured on each Chief of Station or Base charged with such responsibility by regulations. Subordinate employees delegated responsibility by him will not be bonded, however, since primary responsibility remains with the Chief of Station. The procedures necessary to implement this policy are now in process of development and further instructions and information will be furnished when available.

[redacted] 25X1A9a

Distribution: 3 - Addressee;
25X1A 2 - FE[redacted] 1 - C/FE; 1 - Fin. Division

C/FE C/FD

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